

**BY ORDER OF THE SECRETARY  
OF THE AIR FORCE**

**AIR FORCE INSTRUCTION 16-102**

**29 MAY 2014**



**Operations Support**

**LATIN AMERICAN COOPERATION  
(LATAM COOP) FUND**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 16-1, *International Affairs*. It describes policy and requirements for implementing Title 10 United States Code Section 1050. This AFI is applicable to all Air Force organizations, including Headquarters, United States Air Force (HAF), Field Operating Agencies (FOAs), Direct Reporting Units (DRUs), major commands (MAJCOM) and their subordinate numbered air forces (NAFs) and wings. This publication applies to HQ Air National Guard (ANG), NAFs and Wings. This publication also applies to Air Force Reserve Command (AFRC) Units. Waiver authority for this instruction is SAF/IA. Activities which use the LATAM COOP Fund to support Latin American cooperation must follow this instruction. Submit requests for expenses not addressed in this instruction to the Americas-AFRICOM Division, Deputy Under Secretary of the Air Force International Affairs (SAF/IARA), 1080 Air Force Pentagon, Washington DC 20330-1080. Send all recommended changes or comments about this publication to the OPR (SAF/IARA) through appropriate channels, using AF Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records* and disposed of in accordance with the *Air Force Records Disposition Schedule (RDS)* located in the Air Force Records Information Management System (AFRIMS), <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

**SUMMARY OF CHANGES**

Changes include inclusion of citations and hyperlinks for financial reporting and recordkeeping requirements; inclusion of references to NORTHCOM and AFNORTH; and notation of change in the name of SAF/IARL to SAF/IARA. Additionally, the authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number

following the compliant statement. See AFI 33-360, *Publications and Forms Management*, Table 1.1 for a description of the authorities associated with the Tier numbers.

## Chapter 1

### LATAM COOP FUND PROGRAM MANAGEMENT

**1.1. Authority.** Under Title 10, U.S. Code Section 1050, the Secretary of the Air Force may pay the travel, subsistence, and special compensation of officers and students of Latin American countries and other expenses necessary for Latin American cooperation. Pursuant to that section, and under this AFI, the Secretary establishes a fund, known as the LATAM COOP Fund.

**1.2. Program Management.** The Deputy Under Secretary of the Air Force International Affairs (SAF/IA) establishes policy and annual funding approval for LATAM COOP purposes.

1.2.1. The Chief, Americas-AFRICOM Division (SAF/IARA), administers the LATAM COOP Fund, guides portions of the program assigned to HQ US Air Force (USAF) and non-theater commands, and advocates the program in all phases of the Planning, Programming, Budgeting and Execution System.

1.2.2. Send correspondence regarding the LATAM COOP Fund to SAF/IARA, 1080 Air Force Pentagon, Washington DC 20330-1080. Send e-mails to: [SAF.IARA.Workflow@pentagon.af.mil](mailto:SAF.IARA.Workflow@pentagon.af.mil).

1.2.3. The Chief, Programming and Resources Division (SAF/IAGR), consolidates SAF/IA budget and programming, requirements, including the LATAM COOP inputs received from SAF/IARA.

1.2.4. The Commander, Air Forces, Southern (AFSOUTH), under SAF/IARA's guidance, administers the part of the LATAM COOP program that SAF/IA assigns.

1.2.5. The Commander, Air Forces, Northern (AFNORTH), under SAF/IARA's guidance, administers the part of the LATAM COOP program that SAF/IA assigns.

1.2.6. The Dean of Faculty, US Air Force Academy (USAFA), under SAF/IARA's guidance, administers the part of the LATAM COOP program that SAF/IA assigns.

1.2.7. The Office of the Commander, US Northern Command (USNORTHCOM), under SAF/IARA's guidance, administers the part of the LATAM COOP program that SAF/IA assigns.

## Chapter 2

### LATAM COOP FUND USAGE

**2.1. Purpose.** The LATAM COOP Fund shall be used to further the standing and prestige of the United States (US) and the USAF with Latin American countries/air forces by providing the financial means whereby cooperation between the US and Latin America may be achieved and enhanced. For purposes of this instruction, Latin America is defined as South and Central America, Mexico, the Greater and Lesser Antilles, and all Caribbean islands excluding Puerto Rico, the Virgin Islands, and Bermuda.

**2.2. Unauthorized Uses.** Do not use the LATAM COOP Fund for:

- 2.2.1. Funding official travel to replace or supplement money allotted to Foreign Military Sales (FMS) cases, programs funded by FMS surcharge money, or other security assistance programs.
- 2.2.2. Materials or services normally charged to other USAF funds.
- 2.2.3. Expenses to circumvent or supplement other legal provisions.
- 2.2.4. Any forms of greeting cards or business cards.
- 2.2.5. Gifts intended as repayment for courtesies shown or hospitality received.
- 2.2.6. Gratuities or allowances (except standard tipping practices).
- 2.2.7. Paying for unit or individual training programs or courses for US personnel.
- 2.2.8. Official functions that do not encourage cooperation with Latin American countries.
- 2.2.9. Telephone calls (except for official business).
- 2.2.10. Leisure activities or entertainment requested by authorized guests.

**2.3. Authorized Uses.** The highest payback for USAF and government interests are initiatives in operations, logistics, and safety. Initiatives involving public affairs, legal and medical exchanges are also important in military-to-military relations and should take precedence over other non-operational initiatives. Use the LATAM COOP Fund for:

- 2.3.1. Exchanges, orientations, or visits to familiarize US and partner nation military leaders with organizations, leaders, and subjects of mutual interest.
- 2.3.2. Receptions, lunches, dinners, and cultural events that honor prominent Latin American officers or students.
- 2.3.3. Official mementos and items exchanged according to US and Latin America customs, as limited by US laws and DoD and AF regulations and policies. The aggregate cost of all mementos and items presented to authorized recipients (and spouse where appropriate) by US personnel on any one occasion may not exceed the "minimal value" as established and periodically changed in Title 41 of the Code of Federal Regulations, Section 102-42. That amount is currently \$350.00; however, personnel should consult SAF/IARA for any clarification required. Mementos and items received from foreign officials must be processed in accordance with AFI 51-901, *Gifts from Foreign Governments*.

2.3.4. Translation or interpreter services supporting goals of LATAM cooperation programs and initiatives funded by the LATAM COOP Fund.

2.3.5. Official travel and subsistence for Latin American officers and students while they visit the US or US installations or activities overseas in accordance with the Joint Federal Travel Regulations (JFTR) and Joint Travel Regulations (JTR).

2.3.5.1. Latin American Spouse Travel. Components shall submit requests for funded spouse travel to SAF/IARA for coordination. Requests for LATAM COOP to fund the travel of the spouses accompanying Latin American officers and students traveling under this AFI shall be approved by only the Deputy Under Secretary of the Air Force, International Affairs, or the Assistant Deputy Under Secretary of the Air Force, International Affairs (T-1).

2.3.6. Travel and subsistence for US representatives in the US or overseas who are traveling solely for the purpose of fostering cooperation with Latin American countries. When US personnel escort an official party, use only the minimum number of escorts required.

2.3.6.1. US Spouse Travel. If spouse travel is approved in accordance with relevant USAF regulations (AFI 24-101, *Transportation Passenger Movement*), LATAM COOP funds may be used if the purpose of the travel is to solely foster cooperation with Latin American countries.

## Chapter 3

### PROGRAM REQUIREMENTS

**3.1. Annual Budget Request.** SAF/IARA issues a one-year budget request in March of each year to organizations authorized to execute LATAM COOP Fund financed activities under this AFI. SAF/IARA develops the annual budget from the responses to the request.

**3.2. Short Notice Requirements.** If an agency requires immediate initiative funding or wants to add requirements to its approved program, forward requests directly to SAF/IARA.

**3.3. Supplemental Certification of funds for use as LATAM COOP.** On request of the agency or organization possessing O&M funds, SAF/IA may approve the allocation of supplemental LATAM COOP authority for specific requirements beyond the annual LATAM COOP program. Funding for supplemental LATAM COOP authority requirements may be sourced from other O&M funds in accordance with applicable DoD and AF guidance; SAF/IA will consult and coordinate with SAF/FMBOI, the Air Force O&M appropriation manager (T-2). An agency or organization requesting LATAM COOP authority must:

3.3.1. Present the request to SAF/IA in writing, stating the amount of funds it desires to be designated as LATAM COOP, along with a detailed explanation of how the funds would further the cause of Latin American cooperation and certification that the funds would be spent in accordance with the governing AFI.

3.3.2. Requests for supplemental certification should be sent to the addresses listed in section 1.2.2 of this AFI.

3.3.3. If the request is deemed appropriate, written authorization, noting the amount of funds spendable as LATAM COOP, shall be issued by only the Deputy Under Secretary of the Air Force, International Affairs, or the Assistant Deputy Under Secretary of the Air Force, International Affairs.

**3.4. Approving Programs.** SAF/IARA ensures all proposals for LATAM COOP funding follow this instruction and contribute to regional cooperation and the USAF's overall strategy. After SAF/IARA approves a request in concept, it informs the requesting agency, including what changes are required and/or recommended and how much money is available.

**3.5. Coordinating Activities.** The requester and the base project officer must coordinate public-relations activities, itineraries, transportation, and billeting. Visit authorizations for foreign visitors to USAF installations must be requested from SAF/IAPD at least 30 days prior to desired visit dates. Follow the Foreign Clearance Guide whenever US personnel visit foreign locations.

**3.6. Planning Social Functions.** The LATAM COOP Fund is not Official Representational Funds (ORF). While both categories involve O&M-type funds, LATAM COOP is distinguished from ORF. Officials in charge of LATAM COOP funded events or activities should use discretion in ensuring the event is executed with a minimum of funds required to meet the mission of Latin American cooperation.

3.6.1. While not binding on LATAM COOP-funded events, the provisions in AFI 65-603 (*Official Representation Funds*) addressing numbers and selection of attendees, as well as the ratios of participating groups, can be helpful in achieving the mission and should be guidelines.

3.6.2. Invitations should be extended to only the minimum number of DoD guests necessary to extend proper courtesies and to execute the LATAM COOP-oriented mission. In this regard, DoD personnel include US military members, DoD civilians, cadets, reservists on active duty, members of the National Guard, and the spouses of these personnel (when appropriate, e.g., the spouses of non-DoD guests will be invited).

**3.7. Initiative Closeout.** When the initiative is complete, responsible personnel at the command utilizing the funds, (i.e. AFSOUTH, AFNORTH, USAFA, NORTHCOM, IAAFA, IADC, SAF/IARA, or other command allotted LATAM COOP funds by SAF/IARA), shall do the following:

3.7.1. Write a detailed report regarding the utilization of the funds and forward that report to SAF/IARA (T-2). Maintain copies of all receipts and records as required by AFMAN 33-363.

3.7.2. Following each LATAM COOP initiative, an after-action report shall be completed, including comments concerning the effectiveness of the initiative in meeting its stated purpose and the goals of the specific agency program. Include any recommendations for follow-on initiatives needed to further these objectives. Forward copies of these reports to all concerned agencies and to SAF/IARA at the address listed in 1.2.2., above (T-2).

## Chapter 4

### FUNDING AND ACCOUNTING

**4.1. Funding Distribution.** SAF/IA will determine LATAM COOP budgetary requirements each fiscal year and determine the appropriate method in which to allocate the distribution of funds. If funding is available, SAF/IA may transfer funds to another organization from the LATAM COOP Fund. Additionally, SAF/IA can assist with policy and guidance on the transfer of appropriated funds from other organizations to/from SAF/IA for execution through the LATAM COOP Program Element.

**4.2. Approving and Accounting for Funds.**

4.2.1. An agency must not obligate more than the amount authorized per initiative without prior written approval from SAF/IA.

4.2.2. Each accounting and finance office must account for obligations by the appropriate Air Force Element of Expense and Investment Code (EEIC) Object Class Code. File temporary duty and per diem claims under 409 EEICs. Charge expenses for official entertainment or mementos to applicable EEIC Object Class Code.

4.2.3. Imprest cashiers or paying agents are liable for funds obligated or accepted.

4.2.4. An agency must maintain a copy of each relevant document, e.g. TDY order, vouchers, purchase orders, paying agent orders, and its respective accounting documentation as required by AFMAN 33-363 (T-2).

HEIDI H. GRANT  
Deputy Under Secretary of the Air Force  
International Affairs



## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*Abbreviations and Acronyms*

**AF**—Air Force

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFSOUTH**—Air Forces Southern

**AFNORTH**—Air Force Northern

**ANG**—Air National Guard

**DoD**—Department of Defense

**DODFMR**—DoD Financial Management Regulation

**DTS**—Defense Travel System

**EEIC**—Air Force Element of Expense and Investment Code

**FY**—Fiscal Year

**FOA**—Field Operating Agencies

**HAF**—Headquarters Air Force

**IAAFA**—Inter-American Air Forces Academy

**IADC**—Inter-American Defense College

**JFTR**—Joint Federal Travel Regulation

**JTR**—Joint Travel Regulation

**LATAM**—Latin American

**LATAM COOP**—Latin American Cooperation Fund

**NAF**—Numbered Air Force

**O&M**—Operation and Maintenance Funds

**ORF**—Official Representational Funds

**SAF/IA**—Deputy Under Secretary of the Air Force International Affairs

**SAF/IARA**—Americas-AFRICOM Division

**TDY**—Temporary Duty

**USAFA**—US Air Force Academy

**USNORTHCOM**—US Northern Command